

Vacancy Announcement No. 08-14

BUDGET ANALYST

The U.S. Probation Service, Northern District of Mississippi, is accepting applications for employment for a Budget Analyst.

Duty Station : Oxford, MS
Starting Salary Range : \$36,022 - \$52,250 with promotional opportunity to \$84,913
Closing date : October 3, 2008, or until position filled
Major Duties :

Duties include, but are not limited to developing budget estimates and monitoring spending plans, processing bills and invoices for payment to vendors and contractors, preparing recurring reports, ordering supplies, originating purchase orders, and serves as travel coordinator for district. Provides support and backup duties to the District Court's budget administrator.

Minimum

Qualifications : Preference will be given to those with a degree from an accredited four-year institution. Accounting degree preferred. Requires proficiency in the use of computer applications, e.g. WordPerfect, Excel, and the ability to communicate information accurately and in a timely manner within and outside the court unit. Highly sensitive information handled. Candidate must undergo a background check.

You must submit the original and five copies of your resume, along with the original and five copies of the AO78 Application form which may be obtained at www.msnd.uscourts.gov/forms to:

Norma T. Searcy, Personnel Specialist
911 Jackson Avenue East, Suite 273
Oxford, MS 38655
662/281-3074 or 662/236-1458 (FAX)
Norma_Searcy@msnp.uscourts.gov

ONLY CANDIDATES SELECTED FOR INTERVIEW AND TESTING WILL BE NOTIFIED

The Northern District of Mississippi is an equal opportunity employer